

Board of Examiners Request for Furlough Exemption

All exemptions within the Executive Branch to the furlough policy as set forth in AB 511 approved by the 2013 Legislature must be approved by the Board of Examiners. **This includes seasonal, intermittent, part-time, and full-time positions, regardless of the funding source.**

Board of Examiners Request for Furlough Exemption forms must be completed and submitted to your assigned budget analyst in the Budget Division for submittal to the Board of Examiners by the agency deadline for the applicable monthly meeting. Each request should thoroughly describe the impact on public health, safety or welfare. Below is a description of the information required in each section:

Header:

The header consists of the agency name, budget account, and information regarding the requested position(s). **Agencies must fill out a form for each class code** and may group positions on a request as long as all the information on the form applies to all the positions. Position control numbers (PCN) must be supplied with the request. Multiple PCNs may be included for a class code and if needed, agencies can attach a list of affected PCNs.

Reason for Request & Consequences:

Provide the reason for the exemption and potential impact of not approving the exemption.

Public Health, Safety or Welfare:

For positions to receive a BOE exemption they must meet all the criteria set forth in AB 511, section 5 and **agencies must provide the reason they meet all the criteria.** A memo answering the three questions below must accompany the *BOE Request for Furlough Exemption* form. If positions within the class code referenced on the form work in different units, a response to each of the questions below is required for each unit. For example, an agency may have a class code which work in three different units. One unit reviews monetary requirements, another unit examines claims, and a third unit investigates fraud.

1. How would furloughing positions in this class impact public health, safety or welfare? **Agencies must indicate on the form which one applies by checking the applicable box;**
2. How will the public health, safety or welfare be significantly diminished if mandatory furlough leave is implemented for employees in these positions?
3. Why do no alternatives exist to provide for the protection of public health, safety or welfare?

Effective and Expiration Date:

Indicate the start and end date for the BOE exemption request. The start date should coincide with the first day of a pay period and occur after the BOE approval.

Employee Awareness of 2.3% Salary Reduction:

Attach documentation indicating the employee in the requested position(s) is aware if the exemption is approved their salary will be reduced 2.3% during the period indicated above. A template letter for employee notification can be found on the Division of Human Resource Management's website.

Funding Source:

Provide the percentage of funding source for the position(s).

Agency Director Approval:

All requests must be approved by the agency's director before being submitted to the Budget Division.